Appendix H

DEPLOYMENT BINDERS

In addition to movement SOPs, some units maintain a movement binder to use as a quick reference when preparing for movement operations.

CONTENTS

The recommended contents of a movement binder are as follows:

- Appointment orders and training certificates for Unit Movement Officers and alternates, load teams, and personnel qualified to certify hazardous material.
- A recall roster and instructions.
- A listing of required references.
- A list of major equipment shortage items.
- A list of blocking, bracing, and packing materials, as well as actions required to obtain materials not already on-hand.
- A list of supplies by support activity, coordination requirements (lists of personnel, transporting locations, and materials-handling equipment), and prepared requisitions.
- Coordination requirements for plan execution and a list of supporting agencies and POCs.
- A copy of the SOP and extracts from the unit deployment plan detailing initial actions to be taken during a deployment in time sequence.
- A current copy of the Organization Equipment List.
- Copies of all load cards and container packing lists.
- Prepared copies of transportation requests, convoy movement requests and special hauling permits.
- Strip maps for each route of march the unit will take (see annex 2 to appendix C for convoy briefing outline).
- Advance party composition and instructions.
- Examples of forms required for personnel support during deployment (e.g., Adjutant General, Judge Advocate General, medical).
- Transportation requirements (such as trucks, buses) that are beyond the unit's organic transport capability. This includes POCs and preplanned coordination channels for obtaining needed transport capability.
- Rear detachment and family support group operations plans.
- Other unit checklists or handbooks developed by the unit to assist in deployment planning and execution.
- Contact telephone numbers during off duty hours for service organizations supporting deployment.